

CONFIDENTIAL

Approved For Release 2002/08/23 : CIA-RDP70-00211R000100210053-8

FILED : Bldg. 2 Ground
RETURN TO 13-1

RECORDS DIVISION 17 May 1954

MEMORANDUM FOR THE RECORD:

SUBJECT: Visit to [REDACTED]

25X1A6D

25X1A9A 1. Messers. [REDACTED] Records Management Division, and Mr.
25X1A9A [REDACTED] Security Office, visited with [REDACTED] (27 April 1954) and discussed the following items in connection with [REDACTED]

25X1A9A
25X1

a. Labor Recruitment [REDACTED] stated he would have no trouble recruiting either white or colored labor, but he would recommend the use of colored labor. He is ready to begin this recruitment as soon as we are able to let him know our requirements.

25X1

b. Clerk Stenographers GS-4 [REDACTED] assured us that this position could be filled locally, and that he will begin recruitment at our request.

25X1

c. Equipment and Supplies Any equipment or supplies needed for the operation in [REDACTED] at the time of the move should be processed before hand, according to [REDACTED] This would include vehicles for moving records and courier service, as well as office furniture and supplies. Once the operation is established at [REDACTED] all supplies and equipment will be transferred to the account of [REDACTED] and future requisitions would be processed [REDACTED]

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(1) It was the impression of this writer that [REDACTED] would requisition anything approved by Headquarters, for which money was available.

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d. Erection of Shelving [REDACTED] offered to furnish labor for the erection of steel shelving in [REDACTED] providing that we furnished the supervision. If this proposition is accepted we can not expect to accomplish the same production rate as that established by men experienced in the erection of shelving, such as a contractors crew or the GSA steel crew.

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(1) It is the writers opinion that further thought should be given to this matter before a decision is reached. If speed of erection is going to be an important factor, than an experienced crew must be procured.

e. Security The guard [REDACTED] is ample for providing security for [REDACTED] operation. Matters pertaining to exterior lighting and alarm system were to be worked out [REDACTED] It was stated that the present ADT system in the vault cost \$129 a month.

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f. Classified Waste There is a small out door [] near the location of [] that is used 2 or 3 hours a day several days a week, according to [] He suggested that our operation could use this [] and that we might find it adequate for our needs. After considering the size [] and the frequency of its use by other personnel of the [] been decided to go ahead with the original plan []

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g. Communications Three telephone lines have now been installed at [] and it is now possible to dial [] directly from Headquarters. [] stated that the load on these lines is already getting heavy and for that reason, as well as the security angle, we should request the same number of lines for our operation.

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(1) Courier service [] is provided on the basis of one run per day. [] is emphatic in stating that we could not hope to use this service for transporting records requested on loan basis, since the courier is now carrying a maximum load.

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(a) The writer believes that it will probably be necessary for the Center operation to deliver records called for on a twice a day basis - perhaps by 10 o'clock in the morning and 3 o'clock in the afternoon.

h. Auxiliary Power The capacity of the present generator in the auxiliary power system would not be sufficient to furnish more than a bare minimum of lighting in the Center. It was [] belief that heating and air conditioning could not be operated by the present system, and that we should take steps to procure an additional generator.

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i. General [] emphasized the need for maintaining security cover at the installation and requested that the operation be referred to as [] He also pointed out that nothing about our operation should indicate identification with CIA, for example, the name of the Agency could not appear on any boxes or packages being handled in our operation.

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(1) [] suggested that any of our personnel interested in transferring [] be sent down in groups for a tour of the installation and a visit to town. He offered to answer questions and furnish information regarding housing, school, and church facilities, and general living conditions. It was agreed that at the appropriate time a schedule will be arranged for personnel interested in the transfer.

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